

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT X

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983 X

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date <b>10/26/82</b>		Division of Rehabilitation Services Facilities Services Section Business Enterprise Unit 47 Trinity Ave. S.W. Atlanta, Ga. 30334		Application Number <b>82-607</b>	
Application Number <b>82-57</b>				Date Received <b>NOV 1 1982</b> Date Completed <b>JAN 19 1983</b>	
2. Person to Contact <b>Nancy Shell</b> <b>James Camp</b>		Working Title <b>Secretary</b> <b>Unit Chief</b>		Telephone Number <b>656-2480</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest <b>May, 1982</b>		5. Records Series Title (followed by title used in office, if different) <b>Counselor</b> <b>continuing Business Enterprise Counselor Weekly Activity Report File</b>			
6. Division and Office Function The Division of Rehabilitation Services is responsible for supervising and directing the the programs in the State which are designed for training the non-productive members of society to become productive members of society, with emphasis on serving the severely disabled on a priority basis. The Facilities Section has the responsibility for supervising and directing activities of the State-wide rehabilitation facilities located throughout Georgia. The Business Enterprise Unit is responsible for the establishment, evaluation, and supervision of business enterprises for the blind, and other severely handicapped individuals, in the State. This includes providing business opportunities for the blind, and other severely handicapped, by evaluation of business locations, providing opportunities for a vending stand, purchases of equipment and merchandise, and providing continuous supervision of the severely handicapped employees until the vending stand is closed permanently.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: <b>maintaining a record of the weekly activities of business enterprise counselors Counselors.</b>  Included are: <b>Form 4562 (10/82)- Business Enterprise Program Activity Report, which documents the daily activities of all Business Enterprise Counselors and Supervisors.</b> <b>Counselors</b>    File is arranged: <b>alphabetically by employee name</b>					
8. Monthly Reference Rate One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? How often are records referred to which are:					
9. Annual Rate of Accumulation or Records Letter-size drawers <b>1</b> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>3</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

**Administratively, these files are needed to document the activities of the Business Enterprise Councillors.**

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 2 year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) \_\_\_\_\_

maintaining a record of the weekly activities of business enterprise councillors

the daily activities of all Business Enterprise Councillors and Supervisors; which documents

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James G. Camp</i>	10-18-82	<i>Paul T. Murphy</i>	10/26/82
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>Edward Ueldon</i>	12-29-82
		Secretary of State/Designee <i>Edward Ueldon</i>	12/22/82
		Attorney General/Designee <i>Edward Ueldon</i>	12/22/82